

Bumble Bz Day Care Nursery

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Welcome

Welcome to Bumble Bz Day Care Nursery. We opened in January 2005 and have become an established and highly respected childcare facility located right in the heart of Carrickfergus. Bumble Bz is set in its own private, extensive & secure grounds whilst our 2 after-schools facilities are located nearby within the security of Sunnylands & Oakfield Community Centres.

We offer a wide range of highly professional and modern childcare services designed to meet the individual needs of every child. We are confident that we can tailor our facilities & services to fulfil your particular family requirements.

- Strictly controlled internet accessible CCTV access for you to view your child at any time in their child care setting at Bumble Bz.
- 'Breakfast Club' & school morning 'drop off' service.
- After school collection & supervised homework club at our extensive facility in Sunnylands Community Centre.
- Educational play environment.
- Extensive outdoor play areas, activities at both Mt. Pleasant & Sunnylands Community Centre.

We would like to invite you to view our premises at your leisure and speak to us about all your childcare requirements. We would be pleased to show you around our facilities, both indoor & out of doors, at both facilities and to introduce you to our dedicated childcare staff to enable you to make the right decisions for your child's care. ***Please complete the 'Visitors Book' in the front hallway upon arrival.*** We do not ask you to make an appointment, we would rather you arrive, unannounced, at a time to suit you. This way you appreciate the facilities in their normal routine without thinking something has been 'arranged' for your viewing.

Our Management



Helen Hanna.
Senior Partner & Manager.

N.V.Q.Level 3 Childcare – Early Years & Education
Adv. Dip.Business Management
Designated Safeguarding Children Officer

Helen is a working mother of 2 grown-up children with an extensive background in the public sector & childcare. As owner and manager she has overall responsibility for all aspects of childcare.

Helen will be happy to be contacted in person at the Nursery or by:

- Telephone on (028) 933 555 99
- Email: bumblebzdaycare@gmail.com

Our Aim

Our aim is to provide the very highest quality of stimulating and safe day-care for children, aged 11 weeks to 11 years, and to ensure your child is happy and you are content.

Every aspect of the buildings, site, daily routine, and staffing have been carefully designed to ensure that every child receives the highest standard of care based on the following principles:

1. A child's welfare and development are paramount.
2. A child should be treated and respected as an individual whose needs, including special educational needs, are catered for.
3. The values deriving from different cultural backgrounds – religious, racial, cultural and linguistic, should be recognised and respected.
4. A child has the right to safe and secure surroundings in which he / she can grow and develop his / her independence and social skills.
5. A child has the right to learn and when young this is done through a variety of play.
6. A child has the right to the companionship of other children, individually and in groups.
7. A child has the right to the company, protection and stimulation of adults in a manner that promotes development and independence.
8. A child has the right to question and to be given answers at a level he/she can understand.

Our Mission Statement

At Bumble Bz our mission is to promote and provide a safe, positive, friendly, stimulating and healthy environment for all children, where key relationships are at the heart of the child's development. Our aim is to provide the best possible outcomes for all of our children by providing care, learning and play of only the highest standards, thereby preparing children for their later stages of education, as well as a focus on the here and now, celebrating what the children can do already, during some very important developmental phases in their time with us - See more at: <http://www.bumblebz.co.uk>

❖ Daycare Locations

Bumble Bz currently have 3 sites, each configured to suit children within an age group.

- **Bumble Bz Nursery** focuses on pre-school children
- **BeeHive** is geared for our after-schools.
- At '**Drone Zone**' P6 & P7 children have use of the computer suite to give them a boost with AQE/GL work & school projects.

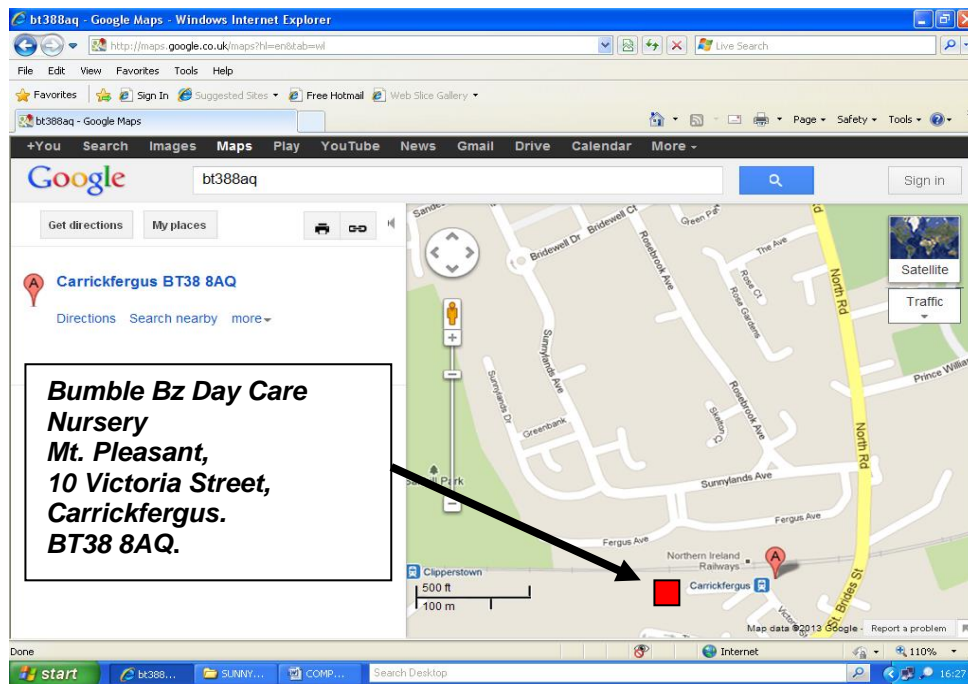
Pre-school Children –

Bumble Bz at Mount Pleasant, Victoria Street, Carrickfergus.



Located at Mount Pleasant, 10 Victoria Street, Carrickfergus, BT38 8AQ, the Nursery premises were originally constructed as a substantial 2 storey detached dwelling for the Railway Station-Masters' family. It is located on a very private, safe & secluded site which is solely dedicated to the purpose of childcare. Being close to Carrickfergus Railway Station and the Translink 'Ulsterbus' Depot it is very convenient for those commuting further afield by public transport. Sharing a boundary with Central Primary School, one of the largest primary schools in the Town, and being in close proximity to many of the Towns' other schools, the Nursery is ideally located to offer school 'drop off' and collection services.

The site is in very close proximity to the Town centre and is located just off Albert Road which is THE main thoroughfare linking the B90 Middle Road and the A2 Belfast Road, both of which are the primary access routes joining Carrickfergus to the greater Belfast area.



The site itself is of very generous proportions, approximately 1 ½ acres, allowing generous car parking to the front and is accessed by a private driveway approximately 150 metres long leading in from the edge of the large Railway / Bus Depot car parks between Central Primary School & the bus depot.

❖ **Services at Bumble Bz**

Bumble Bz will be focusing primarily on children aged 11 weeks – P1. The nursery aims to provide full-time day care between the hours of 7.30 am and 6.30 pm, Monday to Friday. Full-time childcare will be provided at two main levels, infant and pre-school.

As well as providing primary childcare, in a safe caring environment, the Nursery will provide a wide range of opportunities through a carefully planned programme of stimulating activities throughout the day, both indoor and out of doors. An ample supply of modern play equipment and expendable playthings will be readily available. Suitably qualified staff will be on hand to provide opportunities for developing language through songs, rhymes, story telling, music and simple games. Interest will be stimulated through the use of the environment. The range of activities provided will be appropriate to the age and developmental stage of the children. A variety of activities will ensure that each child is given the stimulation to develop physical, cognitive and social skills at their own pace.

Children's diets will be nutritionally sound and presented in an attractive manner. All meals will be served in a proper setting to promote development of social skills. Children will also receive assistance in personal hygiene and receive training, as appropriate, in the use of the W.C., hand basin and general toileting facilities.

Periods of rest and quietness will be readily available in suitably supervised surroundings during the day as required.

❖ **Facilities**

Within the Nursery, childcare will be accommodated in two separate units. Infants (non-walkers & walkers) will be accommodated within a secure unit on the upper floor and will only progress to integrate with older children depending on their individual development. Pre-school children will be cared for in ground floor accommodation.

The self-contained 'infant' accommodation will comprise of 2 spacious general day rooms alongside a separate 'sleep' room and 'milk kitchen'. The rooms are designed to ensure maximum safety and shall be generously equipped with a full range of stimulating modern play equipment, comfortable sleeping cots, and personal hygiene items. Ample safe storage will be provided.

Accommodation for older children comprises of 3 separate rooms on the ground floor: a general play room, a 'quiet' room and a "messy" play room. Each room will be furnished and equipped to a high standard with a focus on safety and comfort. A wide range of modern play equipment, designed to promote gross & fine motor development, and educational items will be readily available throughout the day.

The rear gardens provide a mature 'nature' area as well as very extensive adventure play areas. The rear garden area also contains 2 safe & enclosed play areas in addition to a considerable expanse of open grass lawn play area. A variety of outdoor play equipment, including Garden House, Adventure Climbing Frames and Slides will stimulate a child's development in a carefully supervised environment.

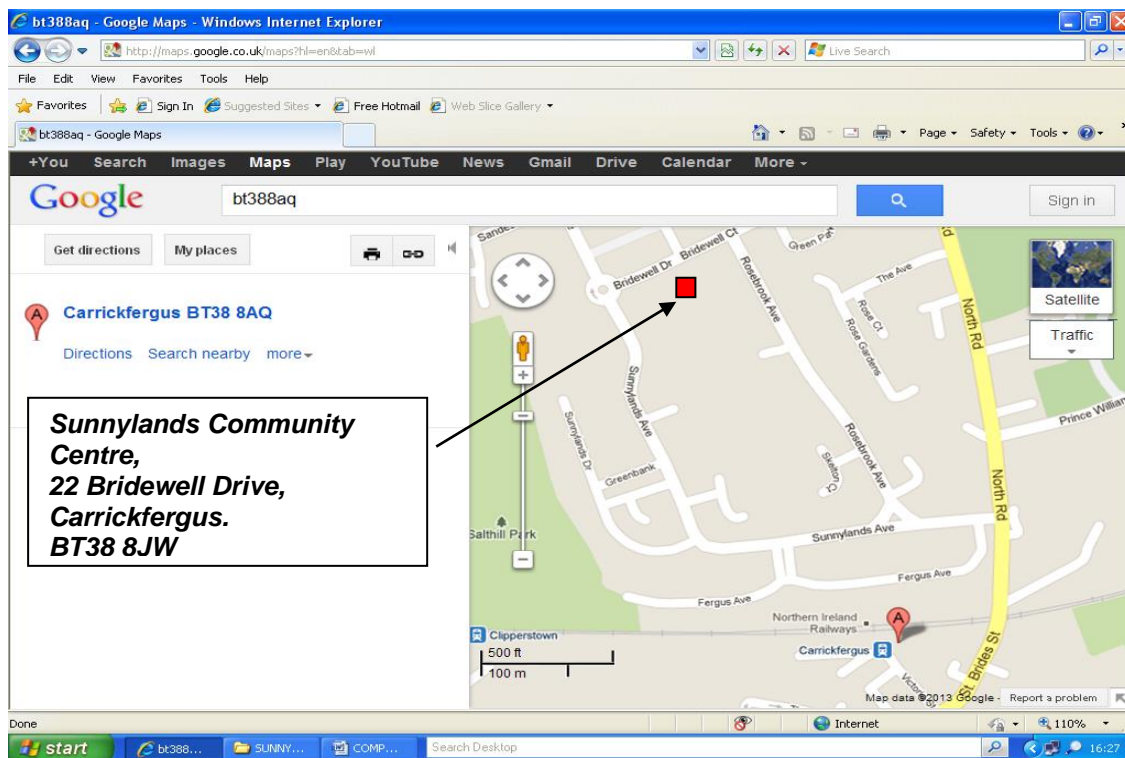
❖ **Internet Accessible CCTV – Complete peace of mind !**

The installation of an internet accessible CCTV system in every care room & outside play area will allow parents to view their child's activity in real time at any time of the day. Whether at work, or home, parents can access the secure Bumble Bz' web site and see their child without the knowledge of staff. Views from every camera are constantly recorded on digital hard drive and the recording securely retained. *Parental access will be strictly password controlled and available only within that unit applicable to their own child.* Each parent will be furnished with a specific password, individual to them and this will be changed on a regular basis to maintain security.



School Aged Children – P1 upwards

The 'Beehive' at Sunnylands Community Centre.



❖ Facilities within Sunnylands Community Centre – “The Beehive”.

Age Group & Availability of Places

The after-schools facility provides a safe & welcoming environment. Bumble Bz encourages and welcomes children from all backgrounds and cultures and is keen to promote good citizenship and cross community interaction where at all possible.

It is intended to provide a high quality childcare facility for primary school children, aged 5 years to 11 years. The ‘after-school’ service is between 2.00pm - 6.00pm during school term time and, subject to availability and agreement with M&EA B.C., an all day facility between 08.00am – 6.00pm during the school summer holidays.

Outside of these hours, and during school holidays, children who would normally attend the Sunnylands centre are facilitated within our main premises at Victoria Street, Carrickfergus. These premises are situated approximately ½ mile away and we have our own 15 seat minibus readily available to enable easy connection between both locations.

We offer a full range of school drop-off & collection, *included within the hourly rate*, but also welcome children who are brought to the setting by parents/carers.

Apart from exclusive use of the main hall in the community centre children also benefit from the enclosed play ground and all-weather football pitch immediately adjacent to the centre. Both areas are enclosed and very well equipped with modern resources.

❖ Oakfield Community Centre – The ‘Drone Zone’

P6 & P7 children enjoy exclusive access to the computer suite at Oakfield Community Centre, (Oakfield Drive, Carrick) for afternoon ‘study time’. Between 3:00pm – 5:00pm children benefit from additional help with AQE & GL assessments in the quiet, peaceful surroundings of the computer suite. Computer equipment & internet access are ‘firewall’ protected by M&EA Council and all children are supervised whilst using the computers. Homeworks, projects and written work can be printed for use in school.

Children return to BeeHive at Sunnylands around 5:00pm each day for supervised play time before going home or down to Bumble Bz for collection.



❖ **School Services**

Bumble Bz currently provides a daily school drop-off & collection service to 9 local primary schools (Sunnylands PS, Model PS, Woodlawn PS, Oakfield PS, St. Nicholas' PS, Eden PS, Victoria PS, Woodburn PS & Acorn Integrated PS) and 7 pre-school nurseries/playgroups (Sunnylands, Acorn, St. Nicholas', Oakfield, Woodburn, Kilroot & Victoria) in the Carrickfergus area.

Other schools and nursery/playgroups can be readily served as demanded.

❖ **Staffing Ratios**

Bumble Bz always aims to provide staffing levels that exceed the minimum requirements as set out by NH&SC Trust. Currently the minimum ratio is 1 qualified staff member per 8 children aged 5 and over. It is intended that we would provide facilities for 30 children and have 4 staff on duty at all times. Conditions of registration by NH&SC Trust insist that only 50% of staff are qualified but our own operating guidelines work to 75% qualified staff, which would be 3 of the 4 on duty. Should the need arise for additional, or replacement staff, this can be readily provided from our main premises, a few minutes away.

As mentioned, we have ready access to our own minibus and can easily bring children to our main premises in the event of illness or should they require anything not readily available at the Sunnylands centre.

❖ Facilities, Resources & Equipment

The facility provides a safe and welcoming environment for up to 30 children as per staffing ratios.

Facilities include:

- Supervised homework
- Quiet time & facilities for children to rest, read or have some personal time
- Supervised play time with an emphasis on social interaction and developing concepts such as sharing, teamwork, good citizenship and respect for others,
- Provision of suitable, age appropriate high & low level seating,
- Provision of suitable, age appropriate high & low level desks and tables,
- Provision of ample, age & ability related appropriate reading materials,
- Provision of ample, age & ability related appropriate games & toys,
- Provision of suitable soft play items and tactile toys,
- Provision of table top games, board games and puzzles to stimulate thought, logic processing and working as an individual/team member,
- Provision of light meals/snacks in line with NH&SC Trust nutritional guidelines,
- Supervised safe use of the adjacent outdoor play facilities,

As a rule **WE DO NOT** use TV / DVD to entertain children. We have an emphasis on personal interaction and encouragement. We do however, encourage physical exercise and team playing. This can be done through appropriate use of the 'Just Dance' disc on Nintendo Wii.

❖ Visits & Away Days beyond the Community Centre

In addition to the above facilities Bumble Bz has a pro-active approach to encourage learning and social interaction between children of differing cultures and backgrounds. To this end we already run a programme of educational and recreational trips & visits for 'after-school' children during school holidays. Some visits may include exposure to, or contact with animals. Please see the consent within the registration form and advise us of any allergies. *Our policy is **not** to impose additional fees or charges for these additional facilities, we do not operate a policy of 'hidden charges' or extras as a means of supplementing revenues. All of our regular holiday activities are open to all children attending the setting, AT NO EXTRA CHARGE, and consists of:*

- Frequent visits to Ulster Museum



- Frequent visits to Ballyearl Golf Driving Range

- Frequent visits to Botanic Gdns & reptile houses



Frequent visits & picnics to Carnfunnock Country Park, Larne

- Frequent visits to the Bird & wildlife sanctuary at Belfast Harbour



- Sailing, canoe & powerboat sessions on Belfast Lough from Carrickfergus Marina
- Plane spotting visits to Belfast International Airport then picnic at Templepatrick Play Park



- Picnics at Crawfordsburn Country Park & beach



- Picnics at Browns Bay beach & Helens Bay beach

We do not charge additional fees or charges for outings.

Payment terms are designed to be flexible and fees can be paid by:

- cash or cheque, either daily or weekly, at the centre
- direct bank transfer/standing order
- childcare vouchers (we accept vouchers from all providers)
- Credit/debit card payment at our office in the main premises.

Policy on Play (Bumble Bz&BeeHive)

- Bumble Bz / BeeHive / Drone Zone recognise children's right to play as contained in Article 31 of the UN Convention on the Rights of the Child 1991.
- Bumble Bz / BeeHive / Drone Zone advocate playing as integral to children's enjoyment of their lives, their health and their development. Children – disabled and non-disabled – whatever their age, culture, ethnicity or social and economic background, need and want to play, indoors and out, in whatever way they can. Through playing, children are creating their own culture, developing their abilities, exploring their creativity and learning about themselves, other people and the world around them. (Play England)
- Bumble Bz / BeeHive / Drone Zone endorse the Charter for Children's Play.
- Bumble Bz / BeeHive / Drone Zone operate in accordance with the following principles:
 1. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well being of individuals and communities.

2. Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
 3. The prime focus and essence of our childcare is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
 4. Staff act as advocates for play when engaging with adult led agendas.
 5. The role of staff is to support all children in the creation of space in which they can play.
 6. Staff recognise their own impact on the play space and also the impact of children play on the staff.
 7. Staff choose an intervention style that enables children to extend their play. All intervention must balance risk with the developmental benefit and well being of children.
- Bumble Bz / BeeHive / Drone Zone aim to create a varied and interesting environment that stimulates social, physical, creative, emotional and intellectual play. Bumble Bz / BeeHive / Drone Zone include the provision of open space, music, lighting and range of objects and materials (loose parts) that children can select to develop their own play. Access to regular outdoor play is essential to benefit from fresh air and open space.
 - Bumble Bz / BeeHive / Drone Zone will plan activities and provide resources that are based on children's interests and supports individual children's needs to ensure all children enjoy themselves.
 - Staff in Bumble Bz / BeeHive / Drone Zone recognise the importance of free play with minimal intervention whilst keeping children safe from harm.
 - By following the 7 best play objectives Bumble Bz / BeeHive / Drone Zone aim to:
 1. Extend the choice and control that children have over their play, the freedom they enjoy and the satisfaction they gain from it.

2. Recognise the child's need to test boundaries and respond positively to that need.
 3. Manage the balance between the need to offer risk and the need to keep children safe from harm.
 4. Maximise the range of play opportunities.
 5. Foster independence and self esteem.
 6. Foster children's respect for others and offer opportunities for social interaction.
 7. Foster the child's well being, healthy growth and development, knowledge and understanding, creativity and capacity to learn.
- Bumble Bz / BeeHive / Drone Zone will consult with children and parents about the provision in a variety of ways on a regular basis. Consultation methods include discussions, suggestion box and observations of children.

Bumble Bz / BeeHive / Drone Zone will regularly evaluate practice and resources and will keep an inventory which is updated when required.

POLICIES

❖ Equal Opportunities Policy

Bumble Bz is an Equal Opportunities Employer, committed to providing equal opportunities regardless of sex, marital status, creed, colour or ethnic origin, ensuring that the talents of all employees are utilised to the full. We will not discriminate unfairly against any individual in matters of recruitment, selection, development or promotion. We are a non-party political, anti-sectarian organisation and will not display or reproduce literature from or for any political or sectarian organisation.

To ensure our Equal Opportunities Policy remains effective, we will:

- Allocate responsibility of the Policy to the management.
- Make the policy known to all applicants and employees.
- Maintain a neutral working environment in which no employee or child feels under threat or intimidated because of their religious beliefs, political opinion, race, sexual orientation, marital status or disability. Any article i.e. Flags, emblems, tattoos, posters, graffiti or other materials or articulation of songs, slogans or comments which are likely to give offence or cause apprehension are banned within the nursery and its grounds. Any such breaches will be treated by management as Gross Misconduct.
- Ensure that recruitment and selection procedures are consistent, provide equality of opportunity and are seen to be fair by all employees and job applicants.

Job descriptions will be used for each position. Any advertisement for a vacancy in Bumble Bz will clearly define main duties and requirements of the post. All applicants will be required to complete an application form which will be accompanied by a request for a voluntary statement on community background for the collection of equal opportunity data. This monitoring form will not be included as part of the formal application but will be retained separately and will not be used as the basis for any employment decision.

With regard to children within the nursery - families of children, without distinction of nationality, religion, political affiliation, race, sexual orientation, marital status or disability shall be eligible for enrolment.

❖ Smoking

Bumble Bz Day Care Nursery aims to provide a completely 'smoke free' environment for all children and visitors. Smoking is not permitted at any time on the premises or within the grounds. Staff are not permitted on the premises whilst smelling of tobacco smoke, either on their breath, person or clothes. NO smoking materials are permitted anywhere on the premises. All smoking materials must be left in lockers. Staff who wish to smoke during working hours must leave the grounds, without pay, and MUST NOT smell of smoke or tobacco upon their return.

❖ Policy on Alcohol / Substance Abuse

This policy applies equally to alcohol, illicit substances/drugs, prescribed medications & other intoxicants.

No member of staff or student may enter the premises whilst intoxicated or under the influence of alcohol or 'illegal performance affecting' substances.

Consuming intoxicants during working hours or bringing intoxicants onto the premises without permission is a serious disciplinary matter and will normally be dealt with by immediate suspension in the first instance.

No member of staff or student should present themselves for work whilst under the influence of alcohol or substances.

No member of staff or student may display the effects of having consumed alcohol or 'substances' including on their breath and/or clothing smelling of intoxicants or substances.

Members of staff and students should consult their GP if prescribed medication to ensure it can not adversely affect their ability to perform their duties safely and effectively.

It should be remembered that legally prescribed medication can affect a persons ability to perform tasks safely and effectively. Some medications carry a warning that the person should not drive or operate machinery after taking the medication. Such warnings should be heeded and apply equally to the performance of duties within the nursery. If in any doubt at all you must consult your GP or management for advice.

❖ **Absence of Management**

Should an occasion arise where it is necessary for management to be temporarily 'off the premises' a Team Leader, or other suitable person, will be appointed to act in their absence. The nominated person will be responsible for ensuring all health & safety policies, staff ratios & operating policies are adhered to. Receipts will be issued for all monies received. They will be responsible for passing over monies received, messages taken and an accurate report of any issues arising during the absence. Management can view into the nursery via online CCTV and must be contacted immediately in the event of any emergency or relevant issue.

❖ **Uniform**

All staff will be provided with & wear the Nursery uniform so that they can be easily identified at all times when on duty. It is essential when attending local schools / nurseries. The uniform is the signature yellow with black and a grey fleece jacket. Management will wear a black uniform top & black fleece. Uniforms must be kept clean & presentable and must be returned to management upon termination of employment, suspension from work or for replacement. The cost of replacing unreturned uniform items will be deducted from outstanding or due wages.

❖ **Premises**

The physical environment, both indoors and outdoors, will encourage positive growth and development for children through opportunities to explore and learn. It will foster safety and support staff in their work with the children.

The indoor environment will be warm (approx65°F/18°C), well ventilated and well lit, primarily from natural sources

The indoor clear floor space available will adequately allow for children's play and movement and in particular support their progress through crawling to walking stages of development.

Outdoor play areas and equipment will enable children of appropriate age to climb, run freely, clamber over, crawl through, balance on, jump, dig and pedal wheeled toys actively.

Doors leading to the garden will be properly secured so that children cannot gain access to the garden without staff in attendance. External doors and the gardens will be kept secure so that children cannot gain access to the street, or any driveway or parking area where

vehicles may be. Bolts, catches and other security devices will be checked regularly to ensure that they are working correctly.

Every child needs a home base within the nursery where he or she can relate for part of the day with a small group of children and staff, where the child can feel secure and build relationships with these people. The nursery will be organised to provide group or activity rooms and areas where smaller groups of children can have a home base. Here, easily identifiable hooks and space at child height will be provided for hanging their clothing and storing their possessions.

The indoor and outdoor environment will be safe, clean, well maintained and attractively arranged, reflecting the preferences of our customers.

Any issue identified as a source of danger will be rectified immediately.

❖ **Equipment Safety**

Children ARE NOT allowed access to the kitchen or staff room.

Knives and other sharp items, toxic materials, household cleaners and chemicals will be stored out of reach of children in cupboards or drawers fitted with child proof catches.

All cleaning products and disinfectants will be kept in original containers, with the contents clearly labelled and stored securely.

Similarly, all medicines will be stored in original containers, clearly labelled and kept securely, out of reach of children, in the managers office.

Babies under one year will not be given pillows, nor will they be allowed to sleep in baby nests.

All highchairs are fitted with restraints, which will be used at all times whilst children are in the chairs.

Babies and toddlers will not have access to activities containing small pieces which could be swallowed, or otherwise injure the child.

Children will be supervised by staff at all times whilst in the nursery.

Babies and toddlers will always be within sight of an adult and closely attended, as well as all children when playing with water.

Sleeping babies may be kept under supervision using a baby monitor and CCTV but must also be physically checked at less than 10 minute intervals.

❖ **Vehicle Safety & Transport Policy**

Vehicles used in transporting children will be properly insured, licensed, inspected and maintained. They will be fitted with sufficient numbers of appropriate safety restraints, appropriate to the age of the children carried in the vehicle.

When children are being transported there should always be at least one adult staff member in the vehicle - in addition the driver.

No child will **ever be left alone** in any vehicle.

Save in exceptional circumstances, Taxis should not be used to transport children.

A record will be kept of all journeys on which children are carried in a vehicle. This will include names of all staff carried, names of all children carried, times, destinations & pick-up / drop-off points.

We ask that you sign a consent for us to transport you child(ren) in vehicles provided by us when travelling to/from school, events, trips, outings etc. (See Registration Form)

❖ **'Missing' Children**

- Staff will maintain an accurate 'room register' showing the time each child starts/finishes a session and staff will know precisely which, and number of, children are in their care.
- Particular attention will paid to H&S Risk Assessments to assist in prevention of a child being unaccounted for. **Front door to kept locked as per instructions.**
- Should any child be unaccounted for the supervisor will immediately carry out an interim search of the vicinity, adjoining rooms & bathrooms.

- Management should be informed without delay and check CCTV within nursery to track child's movements from last confirmed 'presence'.
- If 'off-premises' a wider search will be carried out. Staff should have a note of child's clothing & colours before setting out on a walk or 'trip'. Supervisor should have mobile phone and contact numbers readily to hand whilst out on a walk or 'trip'.
- If an 'older' or 'after-school' aged child is unaccounted for someone should be sent to home address, via the most logical walking route, to check for the child.
- If a child is due to be collected from school and is not there for collection, staff will check in school to see if child was at school that day and enquire from school staff if child was collected by other family/friend.
- Upon 'registration' parents must be asked to ensure child is told not to leave school before arrival of nursery bus.
- Staff WILL NEVER leave any school without any child on pick-up list, unless their whereabouts and safety has been established and they are satisfactorily accounted for. Should there be an undue delay at a school, steps will be taken to have someone else attend other schools on the route to ensure no child is left alone and waiting for collection.
- If, after an appropriate search, a child remains unaccounted for management will, without undue delay, contact the person listed on the emergency contact list and notify them/enquire about child's possible whereabouts.

If appropriate, police should be contacted and given a description of child, clothing & all other relevant information to aid locating the child. Notifying police does not remove responsibility for continuing search from nursery staff.

❖ **Fire Safety**

At Bumble Bz we are responsible for making the children in our care, aware of the dangers of fire and how to react if they ever experience a fire. Fire Safety Officers will visit us giving practical experiences. The use of the 999 system and constant practice will give confidence and knowledge of good fire safety habits.

- Monthly practices take place, changing the day so that each child gets regular practice.
- The fire bell will be sounded prior to the drill so as not to frighten any new children.
- We will discuss the reasons for fire safety and smoke alarms.

- Staff and children are to be fully aware of fire procedures and involved each month.

Routine Fire Drills

1. On hearing the fire alarm, shout 'FIRE' loudly, 3 times to alert other staff. Prepare to evacuate the building immediately.
2. Each member of staff is to be responsible for the children in their area, and bring them safely to the Assembly Point in the far corner of the carpark adjacent to the Translink storage containers. The main exits are via the front door and the rear patio doors. (The stairway is double 'plasterboarded' to provide a safe 'escape route' to the front hall).
3. Evacuation will be done in a quiet and calm manner.
4. The senior member of staff present will give instructions for the staff to lead the children and leave the building via the safest exit, counting the children as they leave.
5. The role book will be checked and a mobile telephone taken out if possible.
6. The senior member of staff present will check the play rooms, toilets, kitchen and hallways ensuring that everyone has been evacuated.
7. DO NOT STOP or DELAY to collect personal belongings and do not return to the building until given permission by the manager.

❖ Fire Safety

Clearly written fire drill instructions indicating exit routes and the place of safety outside the building, will be posted in a conspicuous place in each room. Staff will ensure that they are familiar with these instructions and the whereabouts of firefighting equipment.

In the event of fire:

- All staff must remain calm in order to effectively carry out the fire procedures.
- The person discovering the fire will immediately sound a fire alarm and shout 'FIRE' loudly, 3 times to alert other staff. Inform the manager of the location of the fire and its extent. Manual call-points are located in the front hall, back hall & first floor landing.

- The manager will call the fire brigade.
- When the fire alarm sounds all staff will immediately gather the children under their care and evacuate the building as stated in the fire instructions posted in their room.
- Staff will gather all children at the Assembly Point which is the far corner of the car park, adjacent to the Translink storage containers, where they will remain with the children until directed by the manager.
- The manager will bring the children's register to the car park where she will ensure that all children and members of staff are accounted for.
- Staff will not re-enter the building until it is safe to do so AND directed by the manager.
- Staff should attempt to extinguish small contained fires with the fire fighting equipment and only then once the evacuation procedure has been commenced.
- Staff will know exactly what to do in the event of fire or other emergencies to safely evacuate children from the premises and in particular:
 - To be aware of primary and secondary evacuation routes to use
 - Know that all children must be removed from the building to the designated place of safety
 - Know the location of the nearest external telephone to the nursery
 - Know that the children's register must be taken when the building is evacuated
 - Know that in case of fire, the fire brigade must be called.
 - The list of children will assist an evacuation by indicating which children are currently on the premises.
 - The fire drill will be held at least monthly. The record will be kept showing the day, time, duration, any difficulties encountered in evacuating children, and the numbers of staff and children involved.

Smoke detectors, fire extinguishers and fire blankets are provided as recommended by the Fire Prevention Department and serviced annually. The written record will be kept of the regular check of firefighting equipment and flex's of electrical appliances to ensure that they are in proper working order.

All doors serving as fire doors will be kept free from obstructions, and fastened as to be easily opened from the inside, without needing to use a key.

Neither clothes nor towels will be dried around any fire or cooker.

All curtains, drapes and furniture will be constructed of fire retarding materials.

❖ **Equipment, Toys and Furnishings Policy**

Carpets should be thoroughly vacuumed daily and steam cleaned as required.

Cot mattresses should be washed with hot water and detergent and disinfected when soiled.

Cot / bed frames should be washed with hot water and detergent regularly.

High chairs, tables and chairs should be cleaned and washed with hot water and detergent daily.

Hard toys should be washed with hot water and detergent and dried regularly.

Soft toys should all be capable of being washed in the washing machine at a hot a cycle (min 60°C) and tumble dried (unless otherwise specified on the label).

Water play toys should be stored dry and trays should be emptied, rinsed and dried out daily by turning upside down so that no condensation can collect.

Play Doh should be changed weekly and children should be discouraged from putting Play Doh in or near their mouths.

In the case of an outbreak of infection, all water play and the use of Play Doh should be suspended. Sand should be changed monthly.

Staff should check all toys/play things at the start and end of each day. Any defects or damage should be noted on the reverse of the room register for that day. Any items that can possibly pose any risk of harm or injury to anyone, should immediately be removed from use and a record made. Staff should inform management in order that the defective item can be repaired or replaced without undue delay. Should staff become aware of damage/defect

during a session they should properly consider the situation and take appropriate steps to prevent harm or injury.

Play equipment will have a 'normal' life expectancy and serviceable period. Equipment with fragile or brittle parts should be kept under regular review for suitability and safety. Toys with small parts should be avoided or subject to more frequent inspection. All staff to be particularly vigilant for anything that may pose a choking hazard.

Toys that require batteries should have a locked battery compartment so that batteries are inaccessible to children. It should be remembered that 'flat penny' type batteries can look like sweets and there is a temptation for children to swallow such items. All staff are to be particularly vigilant to this type of hazard and take appropriate steps to ensure the safety of all.

❖ **I.T – Acceptable Use & Use of Eqpt**

The Management and staff of Bumble Bz Nursery strongly believe in the educational value of Information Technology (IT), i.e. computers, software, and mobile technology and such electronic devices and services that exist. We recognise their potential to support the teaching and learning of the skills and knowledge required in the modern learning, workplace and home environments.

In using M&EA Council, Nursery or personal IT equipment on site or Nursery equipment off-site the user agrees to this acceptable use policy. All users will be asked to sign the Acceptable Use Register annually.

'IT' is continually evolving and this policy seeks to encourage a proactive and preventative approach to E-safety and promote quality acceptable IT usage. Every effort will be made to provide quality IT experiences for our children and staff. Nevertheless, the safety of our children, staff and reputation of our Nursery is paramount at all times and inappropriate and/or illegal interaction or use of any technology or information service is strictly prohibited. The management of Bumble Bz Nursery will robustly exercise their powers following a breach of this IT policy in conjunction with our legal statutory requirements and responsibilities, current employment law, current acceptable use policy and our Nursery's Behaviour Policy for our children.

Personal Responsibility

As members and representatives of our valued Nursery community, we all must accept personal responsibility for our own personal conduct when using IT and for reporting any

misuse of the IT network to the ICT Coordinator and Manager. Misuse may come in many forms, but it is commonly viewed as any activities or message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence and attempts to disrupt or hack into M&EA Council/Nursery's network or breach security designed and installed to protect users or data.

Acceptable Use

The use of IT must be in support of education and research in accordance with the educational goals and objectives of Bumble Bz Nursery. Our children and staff are personally responsible for this provision at all times when using any IT resource or facility made available to them in good faith by the management of Bumble Bz Nursery.

Transmission of any material in violation of any United Kingdom or other national laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws.

Use for commercial activities by for-profit organisations or personal enterprise is generally not acceptable.

Childrens Use of the Council / Nursery's Internet and E-mail Services

The following is a series of statements indicating how children should use internet and email services at Nursery. Staff should ensure that they are aware of the relevant internet and email based skills that they are teaching the children and the inherent E-safety risks associated with the equipment.

- Use focused search tasks rather than very open research tasks for younger children to ensure that accidental access to inappropriate web sites is reduced.
- Use sites saved to favourites whenever possible to reduce accidental access to other sites.
- Use sites known to be child safe whenever possible.
- Check any open searches you intend to ask children to do in advance to ensure you are aware of the risks. Minimise the opportunities for any mis-spellings by the children as mis-spellings may cause inappropriate material to be found.
- Ensure you know the procedure to follow if a child finds an unsafe site during lesson time.

The suggested procedure would be to remove the screen from the child's view, either by turning off the monitor or, in the case of laptops, closing the lid. In either case, leave the computer on so that you can make a note of the web address. Report this to the M&EA Council Manager for their ICT Co-ordinator straight away.

- Teach children what to do if they accidentally find an unsafe site while using the internet.
- Teach children not to use any personal information such as name or address at any time when emailing or using the internet (e.g. at home or Nursery) and the reasons why this could be unsafe.
- Teach children to involve teachers, parents and carers whenever they are communicating with people they do not know.
- Teach children to use the internet responsibly and to speak to their teacher, parents or carers if they feel unsure or unsafe.
- Teach children that web sources could be unreliable and inaccurate and to check their information against other sources and not to rely on just one information source.
- Supervise child use of the internet, email system.
- Ensure parents are made aware of the risks of internet and email use in order that they can take precautions at home.
- Be aware that searches for images may result in unsafe images as pictures are not easy to filter out. Test the search first and check not just the first page/s of returns to be sure.
- Don't let staff use the internet or email with children who are not familiar with this Acceptable Use Policy.

All Staff

Nursery Websites and Use of Images

On no account should both names be attached to photos of an individual child or small pair group on any Nursery website/post. Care must be exercised that the filename of a photograph (e.g. janesmith.jpg) does not inadvertently identify a child and good practice with a larger group photograph could be to jumble the names of the children up if you want to name them at all.

Parental permission is sought at the start of the academic year to allow pictures or examples of children' work to be published on a website, in the press or in other instances in the public domain. Teachers will be informed by the Nursery office of any children in their class who does not have parental permission to have their photograph taken.

Staff Use of the Nursery's Internet Service

The Nursery wishes to encourage the use of email and internet by staff in support of their work. Whilst staff are encouraged to use email and the internet in support of their work, all use of these facilities should be appropriate to the work, standards and ethos of the Nursery.

The use of the Council/Nursery's internet and e-mail systems is not provided as a right to any of their users. They may be withdrawn from any user adult or child who does not conform to this Acceptable Use Policy.

The Nursery is responsible for authorising any user of its internet or e-mail facilities, and should monitor and police their use.

Any member of staff who commits a serious offence in the use of the Council/Nursery's internet service may be subject to the Nursery's staff disciplinary procedures.

Illegal activity using the Council/Nursery's internet service will be reported to the police as necessary.

Never pass on, make obvious or leave in an insecure place any passwords associated with using the internet, e-mail and M&EA Council computer system.

Do not procure goods or services directly over the internet except by specific prior agreement with the Manager.

Never provide personal details or contact details of your own, or any other person, to internet sites including weblogs, forums or chat rooms. Exceptions should be checked with our ICT Coordinator or Manager. At all times comply with the Data Protection Act.

If you see any unacceptable site or material as a result of an innocent internet query, unsolicited pop-up window or in any other way, report it immediately to the M&EA Council centre staff for their ICT Co-ordinator or Nursery manager.

Staff or approved adult Nursery users should at all times abide by the copyright laws in respect of documents and materials downloaded from the internet.

Staff using a Nursery PC or other device off the Nursery site, at home or elsewhere, will still have to abide by the Nursery and M&EA Council internet Acceptable Use Policy.

Never upload an image of children or staff without their permission and always insure that it meets with the ethos of our Nursery and the principles behind the acceptable use policies.

Staff will at all times work to maximise the safety of children within their care in their use of the internet. If they feel they are working with an aspect of IT beyond their knowledge then they should seek support from a colleague or the ICT coordinator before using with children.

Colleagues will be aware of the ethos and standards of the Nursery and will not access any internet material, or work with the internet, in any way that infringes or offends these.

Behaviour and Discipline in Internet and Email Usage.

The Nursery should provide regular updates to staff and children on the importance of e-safety, and this forms part of ICT and PDMU lessons.

Similarly the Nursery should regularly advise parents and guardians about the importance of e-safety, making information available through accessible channels such as newsletters and the Nursery website.

Children should be made aware of the existence of online bullying.

Children should be made aware that if they feel they are the victim of online bullying they should approach a carer or a member of staff to let them know.

Staff Use of the Nursery's Email Service.

Email is used as a form of non urgent communication and a means for transferring text and photographic documents. Staff will not normally have access to, or use of, nursery email. This is not to say that on occasion they need such use.

Staff should treat the content of any email or an attachment that they prepare in the same way as any other paper based letter or document from a legal point of view. The laws of the land apply equally to electronic messages and documents as they do to paper documents, including the laws relating to defamation, copyright, obscenity, fraudulent misrepresentation, freedom of information, and wrongful discrimination. The content of an

e-mail, tweet or forum posting or an attachment must never infringe the law and if sent from Nursery should be in accordance with the values and ethos of our Nursery. Remember it is easy for your e-mail to be passed on electronically to others should any recipient decide to do so even if that's not what you had intended.

Remember that sending an email from the Nursery e-mail account is similar to sending a letter on Nursery letter headed paper. Do not in any way bring discredit or embarrassment to the Nursery.

Any email received by a member of staff, which is regarded as illegal or offensive, should be reported to the Manager immediately.

To safeguard against computer viruses do not open external emails or an email attachment that look in any way suspicious. Report it to our Nursery's ICT co-ordinator, who will in turn advise M&EA Council ICT co-ordinator for checking.

Do not make changes to someone else's email and then pass it on without making it clear where you have made the changes. Not to do this is a form of misrepresentation.

Do not copy images or any other material for use in your email or an attachment that infringe the copyright law.

Before attaching large documents to emails, check with the manager what an acceptable maximum size for an attachment is. This size will gradually increase as bandwidth capabilities are increased over time.

Take great care with multiple attachments that they do not present an unacceptable accumulated email size to the email system.

Do not, under any circumstances, give your passwords to anyone else including another member of staff.

Do not print out all your email messages as a matter of course. Only print those for which it is an absolute necessity to do so.

Do not open or send on any chain letter emails.

Unless you are authorised to do so, do not send an email to any supplier that could be interpreted as creating a contract in any way. In general, do not use emails for contractual

purposes. NOTE: Within the law, a user could send an email contain wording which may form a legally binding contract with a supplier.

Never open an attached program file with a file extension of "exe", "com" or "bat" sent to you with an email unless you are absolutely certain that it has come from a trusted source. All such files will be virus checked by M&EA Council before they are opened or will be withheld by M&EA Council if they can't approve it.

Do not attempt to read another person's e-mail.

Staff use of Nursery laptops or other items of IT equipment at home (or in Nursery but out of Nursery hours) to access the internet and e-mails must always conform to the expectations above.

M&EA Council IT Equipment

Use of any Council IT equipment is subject to Council permissions and usage policies. Any damage or defects must be reported immediately and a written report forwarded to Nursery management. M&EA Council staff monitor use of IT equipment and nothing should be regarded as private on M&EA Council IT equipment. M&EA Council have installed firewalls & security software and no one should attempt to bypass these features.

Social Contact and Social Networking.

M&EA Council ICT staff have blocked access to social media sites from Council IT eqpt. Social networking sites and blogging are extremely popular. If using Nursery IT eqpt. staff must not post material which damages the reputation of the Nursery, children, parents, colleagues or themselves or which causes others to be concerned about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

Staff in Nursery should not establish or seek to establish a social contact with children, parents or their immediate family members. This includes through their own personal Twitter and Facebook accounts, even if a person seeks to establish social contact for initially a Nursery or community related reason. The member of staff should in making a response acknowledge the kind intentions of the parent etc. but apologise due to this policy, strongly discouraging it as we are aware that contact can be made by text or on the internet that could be misconstrued and may place a member of our staff or our Nursery in a very vulnerable position outside of our control.

Staff and volunteers must never give their (or colleagues) personal details such as home/mobile phone number, home or personal e-mail addresses etc. to parents. The Nursery email system or a Nursery phone should be used instead or alternatively a message forwarded to your colleague to contact the parent with a contact number they are happy to be contacted on.

❖ **CCTV Policy**

Bumble Bz Nursery is equipped with a Digital Closed Circuit Television System which has been professionally installed. It includes internal and external CCTV cameras which constantly record all cameras during daytime hours and switch on during night hours to motion sensitive recording. The information from these cameras is recorded onto a secure, protected, computer hard drive which can store information over a considerable period of time.

All information recorded will be automatically erased when a period of approximately 45 days has elapsed. The only exceptions to this are as follows :

- Where information recorded is required for prosecution, police or court purposes i.e. Where an intruder is detected on the premises and evidence is available.
- Where an incident has been brought to the attention of the Management by either staff, parents, a child or any other interested party or observed by the Management.
- At the request of an outside relevant agency i.e. Social Services, Police etc.
- For reasons of safety or welfare of any individual.

If for any reason information is needed to be stored outside the 45 day time period the following procedures will take place.

- 1 A designated member of the Management will download the 'incident' from the CCTV Hard Drive onto the Bumble Bz Computer. The incident will then immediately be copied onto either a CD-Rom or DVD (dependant on the size of the 'incident' in question.)
- 2 Once it has been confirmed that the information has downloaded correctly, the copy file will be deleted from the Bumble Bz Computer.
- 3 The CD-Rom or DVD will then be labelled with the date and time of the incident and the date and time of the download. The Designated Person will sign and seal the CD/DVD in its jewel case.
- 4 The CD/DVD will then be held securely in a locked cabinet until required.
- 5 The CCTV Hard Drive will then be left to erase the 'incident' in its usual manner.

Due to various legalities with regards to Children's Rights, the downloaded material will be required to be kept for a considerable period of time (in excess of 21 years). Whilst the CCTV footage is real time it will not however give a frame by frame account of every movement but may provide some clarity as to any occurrence.

The system has been primarily installed to give protection to children, staff and the management, to provide security for the entire premises and to give 'peace of mind' to parents.

This system has also been designed in such a way as to provide Internet CCTV access to authorised users. The only authorised users for this will be the Management and 'authorised' parents. No other persons will have any access, including the system providers and installers. The system is designed to be used from any computer that has internet access. Each parent will be provided with an access name and a password. This password will be changed regularly and will only be provided to parents whose children are attending the Nursery. If any child leaves the Nursery then the password will be changed as soon as is practicable.

If any parent becomes concerned that their password has been compromised it should be immediately brought to the attention of the management and again it will be changed within as soon as is practicable. The designated member of the management will also monitor the system usage to make sure that no unauthorised persons are attempting to enter the system. The system will record the internet addresses of all users on the system. Parents from time to time may be asked to confirm that usage from a particular Internet Address is their own use. This is to keep the integrity of the system intact and to protect all users of the system.

Internally, cameras will only record in designated rooms, with no changing areas, toilets etc covered by any camera. Parents will have limited control over viewing with no saving of images, event logging or camera control possible or allowed. The system is set up so that certain parents are only able to see certain rooms i.e. rooms relevant to their child or children, therefore different parents will have different access names and passwords.

Parents, when logging on to the system should be aware that they will not always be able to view their child as they may be outside playing, out for a walk with staff or being changed. Importantly, all parents should be aware that as they are able to access and see their children, then all other parents who have the same access controls will also be able to see all the children present in those rooms and areas. No sound recording is present at any point on the premises, this is a viewing only system.

Your attention is drawn to our Confidentiality Policy and we would ask that all things observed via this system be treated in the same confidential way as if you were present on the premises.

❖ **Closing the Premises in an Emergency**

In very exceptional circumstances, Bumble Bz may need to be closed at very short notice due to an unexpected emergency. BeeHive & Drone Zone work from within a facility provided by Mid & East Antrim Borough Council and are subject to availability as dictated by them. Again, circumstances may cause closure of the centre. Such incidents could include:

- Serious weather conditions (combined with heating system failure).
- Burst water pipes or failure of electrical supply.
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Death of a member of staff.
- Serious assault on a staff member by the public.
- Serious accident or illness.

In such circumstances, the Manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken. Children may be taken to suitable, alternative accommodation until collected.

Steps will then be taken to inform parents / carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

Child Welfare & Safeguarding Policies

❖ **Child Protection & Safeguarding**

It is our policy to provide a safe environment for children in our care at all times. We acknowledge the importance of working in partnership with parents (or those holding parental responsibility for a child).

Issues of concern, to include emotional, physical, sexual abuse or neglect will be discussed with parents and where appropriate will be recorded and reported to the appropriate Authorities. The Nursery will liaise with and adhere to all applicable local Health & Social Services policies and guidelines regarding child protection, in accordance with current legislation (The Children's Order 1996).

It is a responsibility of day care providers to:

- *Ensure that children are safe and protected when in the child care facility.*
- *Report to social services any concerns which they may have about abuse or neglect which may be happening outside the child care facility.*

With this in mind:

- All staff should receive training and information on child protection and recognition of child abuse to include neglect, physical abuse, sexual abuse and emotional abuse.
- Personal records will be kept for each child within the nursery and also for each member of staff.
- All staff will be vetted in accordance with social services guidelines.(and a record kept of this procedure and / or outcome).

The welfare of the child is, and always will be, paramount.

Staff will undergo induction training on taking of post. Staff will be subject to a probationary period and will not be confirmed in the post unless management are confident that the applicant is suitable for the post and can be entrusted with the care of children. All staff are required to participate in initial training on child protection/safeguarding.

Staff will listen patiently to what a child may disclose to them, avoiding direct questioning or making promises to the child.

All disclosures to staff, or observations by staff of any injuries, changes in behaviour or appearance, which cause concern should be investigated, recorded in the child's daily diary and reported to via the room supervisor to management.

With regard to child protection information gained by staff - either verbally or written – it is to be regarded as confidential and is only to be shared with other individuals on a strictly 'need to know' basis. Whenever at all possible, parents will be kept informed by the Nursery Manager. Depending on the individual circumstances, Social services and perhaps the police may need to be informed as a matter of urgency.

The **recording of allegations or suspicions of abuse** should be in accordance with the following guidelines:

- Name of child
- The age of the child
- Any special factors
- Parent's names

- Home address and telephone number - if available
- Is the person making the report expressing their own concerns or are they passing on those of somebody else ? If so, records details.
- What has prompted the concerns? Include dates, times etc of any specific incidents.
- Any physical signs ? Behavioural signs ? Indirect signs ?
- Has the child been spoken to ? If so, what was said ?
- Have the parents been spoken to ? If so, what was said ?
- Has anyone been alleged to be the abuser ? If so, record details.
- Has anyone else been consulted ? If so, record details.

Staff may be required to attend to child protection case conferences.

The Designated Safeguarding Children Officer is ' Helen Hanna ' and she can be contacted at the nursery on (028) 933 555 99 or at bumblebzdaycare@gmail.com or the Social Services 'Gateway Team' on 0300 1234 333 local 'Early Years Team' on (028) 9331 5112.

❖ **Special Needs Policy**

After careful consultation with parents, carers, and/or other professionals, (as to suitability of both child & setting), children with individual special needs may be enrolled in the Nursery.

Every effort will be made to ensure that children with special needs are integrated as fully as possible with other children into the Nursery's programme of activities.

Where possible, reasonable adaptations to equipment and facilities will be carried out to ensure that the needs of the individual child can be accommodated.

Good communication will be maintained between parents and the nursery and also, where relevant, with professionals after consent has been given.

Working in partnership with parents and professionals is to be encouraged.

❖ **Mobile Phones Policy**

Staff must use lockers or other suitable storage for mobile phones whilst on the premises. Staff must not carry mobile phones etc on their person whilst in any childcare room or room where any child is, or is likely to be. Personal calls should be avoided during working hours but if anyone is expecting an important call they should consult with the manager and appropriate arrangements may be made. **The possession of any device capable of recording images in any format, whilst in any bathroom or changing area, whether a child is present or not, is a particularly**

serious matter and, in addition to internal discipline procedures, may be reported to Social Services and/or PSNI for further investigation and whatever action they deem appropriate.

On occasions it may be desirable / necessary to take photographs for legitimate nursery purposes, eg outings / parties / events. The Nursery has a digital camera for such occasions and should be used. Staff **will never** use their own personal camera / mobile phone to photograph children, even with the best of intentions. Before images are taken, of any child, staff should ensure that appropriate consents are in place. The Nursery camera will be obtained from the office and permission sought from the manager for photographs to be taken. The camera will be returned to the office as soon as practicable and the appropriate images printed. Photographic images will not be retained within the camera longer than is absolutely necessary. Child Protection & Data Protection legislation governs the retention of such 'information'.

Children are not permitted to have/use personal mobile phones whilst in the nursery. Supervisors will retain any such phones until home time and return them to the person collecting the child with a reminder of our policy on phones, especially 'camera phones'.(or the child if travelling home alone- eg by taxi). We appreciate that mobile phones may be necessary for personal safety but they are not appropriate within the nursery in the company of any children.

❖ **Camera Policy**

On occasions it may be desirable / necessary to take photographs for legitimate nursery purposes, eg outings / parties / events. The Nursery has a digital camera for such occasions and it should be used. Staff **will never** use their own personal camera / mobile phone to photograph children, even with the best of intentions. Before images are taken, of any child, staff should ensure that appropriate consents are in place. The Nursery camera will be obtained from the office and permission sought from the manager for photographs to be taken. The camera will be returned to the office as soon as practicable and the appropriate images printed. Photographic images will not be retained within the camera longer than is necessary. Child Protection & Data Protection legislation governs the retention of such 'information'.

Photographs taken for use on Nursery social media or PR publication will be taken from an angle which obscures faces and makes individuals unrecognisable – unless with prior permission of the parent / guardian. In cases where such permission is given, the parent /

guardian will be advised as to where they can view the 'published' images and given the opportunity to ask for them to be deleted if they so wish (if possible).

Children are not permitted to have / use personal camera phones whilst in the nursery. Supervisors will retain any such phones until home time and return them to the person collecting the child with a reminder of our policy on phones, especially 'camera phones'.

The possession of any device capable of recording images in any format, whilst in any bathroom or changing area, whether a child is present or not, is a particularly serious matter and, in addition to internal discipline procedures, may be reported to Social Services and / or PSNI for further investigation and whatever action they deem appropriate.

❖ **Settling In Policy**

The parents / carers may wish to first meet Nursery Staff in their own home and this can be arranged through the Management. Parents are welcome to visit the Nursery, with their child / children in order to create a familiar environment for the child / children. The Management and Staff will endeavour in every way to make your child's transition to the Nursery as easy as possible. We operate a policy of reassurance in order to help the child settle more quickly and easily.

❖ **Behaviour Management Policy**

All children will be treated with dignity and courtesy at all times. Each child's individuality will be respected as much as practical within the nursery setting. It is acknowledged that some children may take considerably longer than others to settle into new environments.

1. Staff will positively reinforce desired behaviour and minimise undesired behaviour as much as possible.
2. Difficult behaviour should be considered within the setting in which they occur. Any possible contributing factors should be removed or minimised if possible, taking into consideration safety, the child's needs and developmental stage of the children within the environment / group.

3. Staff will interact with children positively by listening, giving positive feedback, smiling, talking and playing with the children.
4. **Physical methods of discipline will not be utilised within the nursery setting. Such methods will not be tolerated by the management and will be regarded as gross misconduct.**
5. Techniques such as distraction, avoidance and change of environment, if appropriate explanation of sanctions and perhaps removal from audience will be utilised as methods of behaviour management.
6. Undesired behaviour will be discussed with room supervisors / management / parents and will be recorded in child's daily diary and/or record, detailing any actions taken and the outcome. Parents may be verbally informed if appropriate.
7. In extreme circumstances where significant undesired behaviour continues to occur, parents may be requested to remove the child from the nursery for short periods in the first instance.
8. If no resolution is to be found regarding the behavioural issue parents may be requested to discontinue the child's placement within the nursery for the greater good of the majority of the children affected.

❖ **Anti-Bullying Policy**

DEFINITION

Bullying is unwelcome or unreasonable behaviour that demeans, intimidates or humiliates people either as individuals or as a group. Bullying behaviour is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behaviour (see "mobbing" below). Some examples of bullying behaviour are:

Verbal communication

- Abusive and offensive language
- Insults
- Teasing
- Spreading rumours
- Unreasonable criticism
- Trivializing of achievements

Manipulating the environment

- Isolating people from normal interaction
- Excessive demands

Psychological manipulation

- Unfairly blaming for mistakes
- Setting people up for failure
- Deliberate exclusion
- Practical jokes
- Belittling or disregarding opinions or suggestions
- Criticising

Staff will be alert to any form of 'bullying' by a child/children against another child/children. Frequently, a child who retaliates is the one who gets caught and the instigator goes undetected. Any sign that a child is being bullied, such as becoming withdrawn or reluctant to socialise/mix with another/others will be acted upon and steps taken to quickly remedy the situation. Bullying is unacceptable in any form. It should be remembered that some children can be devious and manipulative in their actions/attitude towards others. Room supervisors will note any pattern or series of such behaviour and inform management so that the parent/guardian of the 'offending' child(ren) can be advised. 'Bullying' children will be discouraged from such behaviour and positive reinforcement used to correct unwanted behaviour. Bullied children will be reassured and praised to reinforce self-esteem and confidence. Bullying can impact seriously on a child's development and have long lasting effects. The importance of addressing such behaviour cannot be overstated.

❖ **Illness Policy**

Young children are naturally very susceptible to illness and infection. If your child is unwell, particularly if the child is vomiting or has diarrhoea we would ask that you do not bring your child to the Nursery as these symptoms can spread rapidly throughout a group of children.

We would ask parents / carers to exercise common sense with this in order to protect all our children. In certain circumstances you may be contacted and requested to take your child home.

In the case of certain infectious diseases the Health Board has set out a list of guidelines for time periods that children and their siblings should be kept away from other children. A list of these diseases is available for each parent. In the interests of preventing cross-infection, to other children at the Nursery, parents are asked to note that any child sent home or absent

from the Nursery because of illness will not normally be re-admitted for a period of at least 48 hours.

If a child has been prescribed an antibiotic medication they will not be admitted / readmitted to the Nursery for a period of 48 hours.

Hygiene Policies

❖ Animals in Nursery Policy

Animals may carry infections, especially gastro enteritis, and guidelines for protecting the health and safety of children should be followed:

- Staff / Children / Parents should NOT bring animals (pets or otherwise) into the Nursery without first informing management and receiving prior approval to do so.
- Should the Nursery keep any pets or animals – the animal living quarters should be kept clean. All waste should be disposed of regularly. Litter boxes, food, cleaning materials etc should not be accessible to children.
- Pet dogs may be brought to the premises with the prior permission & knowledge of management but must always be controlled and safely managed. The breed should be appropriate to the visit. Any dog covered by dangerous dog legislation, or whose appearance/behaviour, in the opinion of management, may be likely to cause distress must not visit. Guide dogs and 'assistance' dogs are welcome in line with the above.
- Young children should not play with animals unsupervised and children must wash their hands after handling animals, cleaning cages etc.
- Particular care should be taken with reptiles as all species can carry Salmonella.
- Should any person become aware, or suspect for any reason, that mice, or any vermin / rodent / bird, have found its way into the building they must immediately inform management and take steps to remove children from the affected area and to seal off that area to prevent infection / injury.

Personal Hygiene

❖ Good Hygiene Policy

The Nursery facility has established practices and facilitates routine hand washing procedures for staff and children after, children's toileting, nappy changing and prior to the preparation of food / snacks.

Paper towel dispensers and paper towels will be available at all hand basins.

The use of cotton hand towels is not acceptable.

❖ Hand Washing Policy

- Always use warm running water and a mild liquid soap. Antibacterial soaps may be used, but are not required.
- Wet the hands, wrists and forearms and then apply a small amount of liquid soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 15 seconds.
- Be sure to rub between fingers, under nails and around the tops and palms of the hands. Most people miss their fingertips, thumbs, wrists and the back of the hands.
- Rinse hands thoroughly under warm running water.
- Dry hands thoroughly with disposable towels as wet hands will harbour germs.

You should wash your hands:

- Before starting and after work
- Before handling, preparing or serving food or drinks
- Before and after eating
- Before feeding a child
- After using the toilet or helping a child using the toilet
- After all contact with human waste
- After handling contaminated linen or equipment
- After handling waste or waste containers
- After removing gloves and plastic aprons
- Before giving or applying medication or ointment to a child or self
- Whenever they are visibly dirty

❖ Toothbrushes Policy

Children should not have access to another child's toothbrush. This needs to be supervised by staff.

Individual blue containers for each child are recommended and should be cleaned regularly.

Toothbrushes will be stored in a fashion where they are not touching each other to avoid any likelihood of cross-contamination.

❖ **Laundry Policy**

Staff should wear disposable gloves and apron for all contact with laundry that has been contaminated.

Separate soiled laundry from other dirty laundry and identify it as such i.e. Use a black bag. Wash it as a separate load.

Individual sheets for each child should be laundered weekly or more frequently if necessary.

Individual face cloths, hand towels and tea towels should be laundered daily or more frequently if necessary.

Bibs should be changed after every meal or snack and laundered.

Launder cot quilts weekly.

Staff uniforms should be changed daily and uniforms should be kept available on the premises should staff require a change during duty.

Ensure all laundry is washed at a 60°C cycle or above in the washing machine.

Eating practices should not be carried on at the same time as laundry practices to minimise cross infection from soiled clothing or bedding.

❖ **Accidental Soiling**

Staff will not carry out sluicing.

Soiled material can be scraped off into the toilet.

Staff will wear disposable gloves and apron when doing this.

Soiled clothing will be placed in a double bag for the parents to launder at home.

Staff must wash their hands after handling soiled clothing, even if wearing gloves.

Promotion of Health & Infection Control

In Nursery settings, young children are brought together to be cared for in groups. Young children, especially those under 2 years, have an increased susceptibility to infections, in particular, enteric infections. It is therefore important for infection control measures to be taken by staff in the Nursery setting to minimise the spread of infection.

Maintaining the cleanliness of the premises and equipment can be achieved by:

- Checking the setting is clean before the children arrive.
- Establishing a daily cleaning schedule for the day care setting.
- A rota system in place for cleaning toys, soft toys, furnishings, dressing up clothes and other equipment.
- Use of a soap and water solution for cleaning surfaces.
- A suitable solution used for disinfection, when required.
- Staff should use disposable gloves and aprons when appropriate.
- Particular emphasis should be placed on the importance of hand washing at the appropriate times.
- Ensuring staff are familiar with regulations relating to safe food handling.
- Staff involved in food preparation should avoid nappy changing / toileting children until they have finished food preparation duties.
- If a child becomes ill at the nursery, the parents will be contacted. The child will be isolated from the other children and monitored until the parents arrive.
- The provider should have contact telephone numbers for the Early Years Team and CCDC.
- Children who have an increased vulnerability to infectious disease should be identified.

❖ **Health**

- Staff should be aware of the precautions required for children exposed to the sun.
- The premises should be smoke free.
- There are sufficient First Aid Boxes provided, the contents complying with Health & Safety (First Aid) Regulations (N.I.) 1982. The boxes will be stored in accessible positions, out of the reach of children.

- A system is in place whereby First Aid Boxes are regularly checked and restocked by a designated member of staff.
- A member of staff with a valid First Aid Certificate or equivalent should be on duty at all times.
- It is good practice to discuss any medical concern regarding a child with his / her parents in the first instance.
- In emergency situations, action may be taken as agreed with the parents at the time of placement.
- Staff should be familiar with the procedure in the event of a serious accident / incident.
- A clear, concise immediate written record should be kept of any accidents / incidents in the Accident Book.
- In the event of any accident / incident a member of management should be contacted in order that any CCTV evidence can be downloaded onto removable media.

❖ **Sick Children**

Children who are unwell with an infectious disease should not be at the Nursery. Once they are better they may return unless they pose a risk of infection to others.

If a child falls ill whilst at the premises, the sick child should be excluded from the others without delay to an area free of toys which can easily be de-contaminated.

Separate staff should be made available to stay with the sick child.

Frequent hand washing is essential.

Sick children should be sent home as soon as possible.

Beds & equipment used, e.g. toys must be disinfected.

❖ **Staff Infection Policy**

Staff should cover all cuts, breaks in their skin, scratches or moist skin conditions with a waterproof dressing (without visible air holes) whilst they are at work.

Dressings and plasters should be replaced as often as necessary, and these should be blue if staff are involved in preparing food.

All staff immunisations should be checked and staff should discreetly report symptoms of sickness to their supervisor.

Staff should observe exclusion periods of infectious diseases. Seek advice from your Health Visitor if in doubt.

Some infectious diseases if caught by a pregnant woman can pose a danger to her unborn baby:

- Chicken Pox
- Rubella
- Parvovirus

If a female member of staff comes into contact with the above she should contact her GP promptly.

Guidance on Infection Control Policy

To minimise the risk of transmission to other children the Dept. of Health has issued the following guidelines.

Condition

Recommended time to be kept off Nursery

Rashes and Skin

Athletes Foot	None
Chickenpox	5 days from onset of rash
Cold Sores	None
German Measles (Rubella)	5 days from onset of rash
Hand/Foot/Mouth Disease	None
Impetigo	Until lesions dry/healed
Measles	5 days from onset of rash
MolluscumContagiosum	None
Ringworm	None
Roseola	None
Scabies	Until treated
Scarlet Fever	5 days from commencing antibiotics
Slapped cheek or fifth disease (Parvovirus)	None
Warts/Verrucae	None

Diarrhoea & Vomiting

Diarrhoea & vomiting	Until D&V has settled for 48 hours(without a specific diagnosis)
E Coli and Haemolytic Uraemic Syndrome	Depends on type (see CCDC)
Giardiasis and Shigella	Until D has settled for 24 hours
Salmonella	Until D&V has settled for 24 hours

Respiratory

Flu	Until recovered
Tuberculosis	refer to CCDC
Whooping cough	5 days from commencing antibiotics

Others

Conjunctivitis	None
Glandular Fever	None
Head Lice	None, must be treated.
Hepatitis A	5 days from onset of Jaundice or pale stools
Meningococcal Meningitis	ref to CCDC
Meningitis not due to Meningococcal infection	None
Septicaemia	ref to CCDC
Mumps	5 days from onset of swollen glands
Threadworms	None
Tonsillitis	None

❖ High Temperatures Policy

If a child develops or has a high temperature firstly the parents should be contacted and the following discussed with them.

If the parents are in agreement then the following should be done:

- Remove the child's clothing leaving only one layer.
- Give the child cool drinks.
- Paracetamol will assist in lowering the child's temperature. **CHECK CONSENTS & ALLERGIES**
- Sponge the child's body, limbs and face with tepid water. Allow this sponging to dry naturally.

If child reacts well to the above, place child in a tepid bath, to assist in decreasing temperature.

Recheck the child's temperature.

If any of the following symptoms are observed or the above symptoms persist then a Doctor should be contacted:

Vomiting or diarrhoea

Breathing difficulties

Very listless and unresponsive

Any fits or convulsions

Hard to awaken

High temperature accompanied by cold or clammy hands or feet

High temperature – above 102°F or 39°C

Medicines / Medication Policies

❖ Storage of Medication Policy

All prescription medication for administration to children in the Nursery should be supplied by the parent / person with parental responsibility.

All prescription medication for administration to children in the Nursery should be clearly labelled and will only be accepted on a named child basis only.

A locked cupboard will be available for the storage of such medication or emergency medication in the Managers office or if required to be kept in the fridge will be stored in the fridge in the Nursery kitchen in a clearly labelled, sealed box, for example Tupperware, supplied by the parent.

❖ Administration of Medication by staff

Consent forms for administration of medicines MUST be completed by parent / individual with parental responsibility prior to the child attending for the first time. Information on medication forms should include the child's full name, date of birth, name of medication, dose, frequency and the method of administration.

Only suitably qualified staff may administer medication and they must have knowledge of its purpose, contra-indications and/or possible side effects.

Staff should check that the label on medication corresponds with completed information on Administration of Medication Sheet. *A second qualified staff member should verify & confirm the medication prior to its administration and record same.*

If a reaction occurs this should be recorded in the daily diary and the room record book. The child's parents (and G.P.) should be contacted straight away.

Where medication is withheld or refused this should be recorded in the child's daily diary and the room record book and the child's parents should be informed.

Where Paracetamol is being administered to children, staff should comply with the 'Protocol for Administration of Paracetamol for Children in Day Care'. (see Appendix 'B')

Expiry date should be checked. Clear accurate and immediate record of all medication administered including signature of individuals, checking and administering medication will be recorded in the child's daily diary and the room record book.

❖ **Emergency Medical Treatment**

In cases of unforeseen medical emergency it may be necessary for Nursery staff to seek professional medical assistance. In such a case management will be informed immediately and the Duty Manager will assume direct responsibility for the child. The manager will seek whatever assistance he/she considers most appropriate in the circumstances and will at all times act in the best interests of the child. The parent / person with parental responsibility will be informed immediately. Should it be considered necessary to remove a child to a healthcare facility for professional treatment, by ambulance or otherwise, the manager will accompany the child and the parent informed of the destination without delay. In the absence of a parent the manager may make such reasonable decisions as are absolutely necessary in the best interests of the child. A signed written consent is required as part of the registration process.

❖ **Specific Medical Emergencies Policy**

Some children may have specific pre-existing conditions which may necessitate emergency treatment, for example:

Children with severe allergies

Children with epilepsy

Children with diabetes

An individual care plan must be available for each child.

Staff should check expiry dates on all emergency drugs on a monthly basis and this should also be recorded.

Staff must have specific training in dealing with specific medical emergencies relevant to the child(ren) in their care and this should be done in conjunction with the parents / guardians and relevant professionals. This should be done preferably before the child(ren) starts in the Nursery.

❖ **Policy on the Administration of First Aid**

Bumble Bz is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

First Aid

Under our obligations as set out in the Health and Safety (First Aid) Regulations 1981, Bumble Bz recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at Bumble Bz / BeeHive / Drone Zone.

Bumble Bz has a number of staff members who have current First Aid qualifications and can administer basic First Aid when necessary. The Designated First Aid manager is Paul Bunting and he is responsible for maintaining the correct contents of all First Aid boxes.

The Manager and the designated member of staff will ensure that there is a fully trained First Aider available at all times during sessions at Bumble Bz / BeeHive / Drone Zone. The Manager will be responsible for enabling the members of staff concerned to receive adequate first aid training.

The First Aid boxes will be regularly checked to ensure their contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

The box should contain:

- A card or leaflet giving general guidance
- Sterile triangular bandages
- Adhesive plasters
- A sterile eye pad with attachment
- Cotton wool
- Crepe bandages
- Sterile gauze
- Micropore tape
- Sterile cornering for serious wounds
- Individually wrapped assorted dressings
- Waterproof disposable gloves
- A disposable bag for soiled material

First Aid boxes will be located in the downstairs hallway, upstairs landing, kitchen, all vehicles used for transport of children/staff and in the BeeHive / Drone Zone. (Additional First Aid boxes, maintained by M&EA Council, are located within Sunnylands & Oakfield Community Centres). All staff will be shown where the Bumble Bz / BeeHive/Drone Zone First Aid boxes are located during their induction. The names of all qualified first-aiders will be clearly displayed in Bumble Bz, BeeHive & Drone Zone premises. All completed 'accident' forms will be stored in a folder in the manager's office at Bumble Bz.

A First Aid box will be taken on all off site visits or outings. This is the responsibility of the relevant supervisor, or the Manager.

➤ **In the Event of a Major Accident, Incident or Illness**

Bumble Bz requires that parents / carers complete and sign the appropriate consent on the registration form, enabling the Manager or any member of staff so empowered, to give permission for their child in the event of a major accident or illness occurring at Bumble Bz and/or BeeHive to receive medical help. Management at Bumble Bz will notify HSENI of serious accident, injury or illness as appropriate and child protection agencies when required.

In the event of such an event, the following procedures will apply:

- In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action.

- The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will consent to medical treatment being given, so long as the registration form consent has been completed and sign (the signed consent must be taken to the hospital with the child).
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision (from this point on, the provisions of Bumble Bz Infectious and Communicable Diseases policy will govern the child's return to Bumble Bz / BeeHive).
- Parents / carers will be made fully aware of the details of any accidents / incidents involving their child's health and safety, and any actions taken by Bumble Bz and its staff.
- All such accidents or incidents will be recorded and logged in the Accident Record folder. Parents / carers will be asked to sign in the relevant section of the form to acknowledge the incident or accident and any action taken by Bumble Bz and its staff. The completed form will be kept in a specific folder, in the manager's office, to respect confidentiality.

➤ **In the Event of a Minor Accident, Incident or Illness**

- In the first instance, a qualified First Aider will be notified and take responsibility for deciding upon any appropriate action.
- If the child does not need hospital treatment and is judged to be able to safely remain at Bumble Bz / BeeHive / Drone Zone, the First Aider will remove the child from the activities and, if appropriate, treat the injury / illness themselves, reassuring the child and keeping the child's safety and welfare at the forefront of practice.
- If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.
- Upon their arrival the parent / carer of the child will be informed of the incident or accident and any treatment given. An 'accident form' will be completed and signed by the parent / carer. The completed form will be retained securely by management.
- If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate, but does not warrant hospitalisation, the parent / carer will be contacted immediately and asked to collect their child. Until the parent / carer arrives, the child will be kept under close supervision and as comfortable as possible (from this point on, the

provisions of Bumble Bz Infectious and Communicable Diseases policy will govern the child's return to Bumble Bz).

The Manager and any other relevant staff should consider whether the accident or incident highlighted any actual or potential weaknesses in Bumble Bz / BeeHive policies or procedures, and make suitable adjustments if necessary.

❖ **Sun Protection**

The Manager and staff understand the dangers posed to children and themselves by over exposure to the sun.

Parents / carers should provide an adequate supply of appropriate sunscreen for their child(ren) for use as required. Bumble Bz / BeeHive/Drone Zone will not normally provide sunscreen due to the potential for an adverse allergic reaction. Should a child not have sunscreen supplied from home, staff will ensure that any to be applied is hypoallergenic and suitable for use. Children will also be encouraged to wear a hat when playing outside in the sun.

Staff may apply sunscreen to children who cannot do so for themselves, (where prior written permission has been given by the parent/carer).

In hot weather, staff will encourage children to drink plenty of water. Staff should also ensure that shady areas out of the sun are always available to children when playing outside.

❖ **Self Administration of Medication**

Where a child has been deemed capable of administering medication by the parents, i.e. Inhalers:

Staff must be aware of the circumstances in which self administration is permissible

Staff should supervise the children in the process of self administration of medication

A record should be kept of time, frequency and dose of self administrative medicine (and perhaps the circumstances) in the child's daily diary and the room record book

Any adverse reactions should be recorded as above and if necessary G.P. and parents should be informed immediately

Food Hygiene Policies

❖ Health, Nutrition & Food Policy

Bumble Bz aims for the provision of a healthy environment and adequate nutrition which is essential for the well-being of children and adults. Good nutrition is essential for optimum child development and eating together provides the opportunity for socialisation and learning about each other.

Bumble Bz will promote the health and nutritional needs and preferences of the children within the nursery.

Bumble Bz will enable children to eat together in a way that promotes social and emotional development.

Bumble Bz will offer health and food related activities which will stimulate the acquisition of knowledge, development and understanding in children.

Bumble Bz will display and provide a varied and nutritional menu which aims to meet each child's nutritional needs but also to encourage the trying of new and different foods, tastes and textures.

Bumble Bz will respect any cultural or medical dietary requirements of children.

Children are encouraged to assist in the preparation of their food and during break time they will sit together in small groups. Staff will encourage a positive social attitude to meal times by sitting and eating with the children and by encouraging conversation.

At times children will be encouraged to taste foods from different parts of the world which they have not had before. This will be done through cookery / practical preparation and / or discussion and will mark such events and celebration of occasions such as the Chinese New Year.

Children are not permitted to bring their own supply of sweets, treats, crisps or fizzy drinks into the nursery and will not give sweets etc to children unless as part of arranged activity.

❖ **Food Hygiene and Safety Policy**

The Cook should not be involved in any cleaning duties, in toileting or nappy changing areas.

Any staff involved in food preparation should not be involved in any toileting or nappy changing duties until their food preparation duties are completed. This includes foods prepared from jars or packets.

The table tops where children are eating should be washed down with detergent and hot water before and after meals.

Only individual food on individual plates should be served. No finger buffets should be used.

Fridges should be kept to the temperature range 4° to 8°C (preferably below 5°C).

A record of the temperatures should be kept and recorded daily.

A temperature probe should be used for accurate recording.

Reheated food must reach a core temperature of 75°C.

Hot held food must be kept at 63°C or above.

Bottles can be fridge stored for up to 24 hours after preparation.

Any warmed bottles should have contents discarded after 1 hour.

❖ **Sterilisation Policy**

Steam sterilisation is the preferred method in preference to chemical sterilisation.

Manufacturers instructions should be adhered to in relation to the descaling of steam sterilisers.

If chemical sterilisers are used the water should be changed daily and staff would need to be aware of contact times.

❖ **Feeding policy**

1. Infant formula / breast milk should be used for children until they are one year old.
2. All formula /expressed breast milk will be clearly labelled prior to storage.
3. All formula /expressed milk will be stored in the fridge as soon as possible and only removed shortly before required for feeding.
4. Infants should be fed on demand.
5. Children will be encouraged to use a feeding cup from six months of age onwards.
6. Milk will be heated prior to feeding using a jug and hot water or an electric bottle warmer. Any milk once heated if not used within 1 hour will be discarded.
7. Microwaves will not be used to heat milk. (They are dangerous as they cause hot spots in milk)
8. Bottles will not be propped and children left to feed alone.
9. Staff will sit when feeding a child, allowing sufficient time to met the child's individual needs.
Staff should ensure that the teat is always full of milk and the bottle inverted during a feed to avoid the intake of air.
Time, duration and amount of milk taken plus any posits, vomits or feed refusals will be recorded in each child's daily diary.

Toileting & Nappy Policies

❖ **Nappy Changing Policy**

Follow the nappy changing procedure which should be displayed above all nappy changing stations(this is available from your NH&SCT Health Visitor), and also at Appendix 'A'.

Staff must wear disposable plastic aprons and disposable gloves while changing wet and dirty nappies. To prevent the spread of infection, only use gloves and apron once.

A wash hand basin equipped with hot and cold running water should be available to each nappy changing area.

After each nappy change, place the child in a play pen or high chair to enable you to dispose of the nappy in the bin, clean the changing area and wash your hands properly.

Nappies should be double bagged.

All nappy changing areas should be washed down with detergent and hot water and dried with individual paper towels between changes.

If the area becomes contaminated (Diarrhoea etc) wash the area with detergent and hot water, then disinfect using a bleach based disinfectant.

Clean the changing area and surrounding areas thoroughly every night.

Always dispose of gloves and aprons before moving on to another room or area.

Staff and children's hands must be washed after this practice.
(Hands must be washed even if gloves were worn).

Report any deficiencies in soap, detergent or paper towels to your supervisor immediately.

If resources permit, allocate certain staff to nappy changing duties and others to feeding duties i.e. a key worker system.

❖ **Potties Policy**

Staff should wear a plastic apron and disposable gloves.

Ideally potties should be rinsed out in a deep sink with water discharged directly to the sewer. -- Failing this, carefully empty the contents down the toilet bowl. Avoid splashing.

Rinse with cold water to remove anything left and empty down the toilet as before.

Wash the potty with hot soapy water and a disposable cloth.

Rinse and dry well.

Regularly clean the toilet seat with hot soapy water.

Remove apron and gloves.

Wash hands thoroughly and dry well.

❖ **Toilet Training Policy**

Bumble Bz aims to meet the developmental needs of each child within its care with regards to toileting.

As far as possible toilet training if initiated at home will be continued within the nursery environment to maintain continuity, or will commence after discussion by request of the parents or by staff who recognise symptoms which indicate the child's readiness towards toilet training.

Children will be treated as individuals by all staff and toilet training will be initiated with consultation with parents when a child shows an awareness of his or her toilet needs rather than by a specific age.

Staff will adopt a positive reinforcement approach to each child who is toilet training, ie: positively reinforcing success and minimizing accidents.

Children will be offered the opportunity to go to the toilet or potty at intervals or if the child indicates his or her toileting needs. All soiled or wet clothing and skincare regime will be as per nappy changing policy.

The parents will be informed of the child's progress by the child's daily did up diary. Any issues or areas of concern can be discussed between the staff and parents.

❖ **Toileting and Washing Facilities Policy**

All toilets are to be cleaned down daily with hot water and detergent. This also applies to the toilet seat and handle, sinks, taps and door handles. Use disposable cloths. If the toilet is stained, use a cream cleanser.

If an area becomes contaminated with infected material, the area needs to be washed with hot water and detergent, then disinfected using a bleach based disinfectant.

Dilute according to written guidelines and follow the manufacturers instructions regarding contact times.

Toilet floors should be washed daily and spillages attended to as they occur.

Toilet paper is to be provided for toddlers and pre-school children at all times. (Toilet roll holders to be provided in close proximity). Report any shortage to your supervisor immediately.

All children must be supervised when going to the toilet.

Educate the children on how to wash their hands properly and supervise this activity on every occasion for children under 5.

Check the water regularly to ensure correct temperature for hand washing i.e. 43°C.

If resources permit, allocate certain staff to toileting duties and others to feeding duties. i.e. A key worker system.

❖ **Sleep Room Policy**

1. The sleep room, in common with the rest of the building, will be smoke free.
2. The temperature in the sleep room will be maintained between 16 – 20° centigrade.(room temp will be recorded twice daily in AM & Midday approx.)
3. Each child will have their own cot and sheets/blankets.
(cots will conform to BSEN 216)
4. Babies will be placed on their backs in the feet to the foot position for sleep.(At the cot bottom to prevent them wriggling under the covers and overheating)
5. Babies will be placed in the cots for sleep with their heads uncovered and all outdoor clothing, bibs, ties, open weave fabrics and shoes will be removed.
6. Where parents have given special instructions regarding sleeping position for medical or any other reason. This should be recorded and staff caring for the child should be made aware of this information by the room supervisor at the beginning of their shift.
7. Babies with snuffles/colds may be more prone to overheating and should be closely observed.
8. Baby monitors will be used between sleep and play rooms.
9. Mattresses will be cleaned between use by each child.
10. Cot sheets will be laundered weekly or earlier if soiled.
11. Sleep period times and duration will be recorded in each child's daily diary.

❖ Collecting Children Policy

Children will only be passed over to a person who has previously been identified to the Nursery Management and a passport sized photograph provided. **N.B. Persons collecting children should not be under the age of 18.**

Management are aware that very occasionally exceptional circumstances may occur where this is not possible. In this case every effort must be made by a named parent / carer to provide Nursery Staff with a password and as much relevant detail of the person collecting as possible. In such circumstances a telephone number for a ring back call **MUST** be provided to confirm these details.

If any Court or other relevant Orders regarding a child within the Nursery are in force this should be brought discretely to the attention of the Management in order that Staff or parents are not placed in any embarrassing or uncomfortable situations. A copy of any relevant order may be lodged in a secure file at the Nursery.

If any Staff are concerned about the identity or condition of any person who comes to collect your child / children they will exercise the right to keep the child at the nursery and immediately contact a Supervisor, Management or parent as appropriate.

The complete safety of your child / children is of the utmost importance to us and all actions taken will be in the best interests of the child.

❖ Use of Play Equipment for Under 2's Policy

Children gaining mobility should have areas clear of obstacles to move around in.

Equipment which children use to pull themselves up on should be stable.

Discourage children from climbing on furniture.

High and low chairs should be used with 5 point safety harnesses.

The use of baby walkers should be discouraged, as their use has resulted in injuries to children, and has been cited in causing developmental delay.

Baby seats e.g. 'Bouncy Chairs' should be used as per the manufacturers' instructions, related to the age, developmental stage and weight of a baby.

Toys in use by babies e.g. Rattles, should be washed frequently.

Soft toys should be kept to a minimum. They should be able to be laundered. Playmats should also be laundered frequently.

❖ **Use of 'Soothers' in Nursery Policy**

Most children are born with a strong instinct to suck and soother sucking is reported to be less harmful to teeth than finger or thumb sucking because it is considered easier to discontinue and therefore less likely to cause malocclusion.

- Soothers for individual children should be clearly identified and stored in individual containers when not in use.
- Soothers should be sterilised for children under 6 months and socially cleaned for children over the age of 6 months.
- Soothers should not be used when children are involved in play activities.
- Use an orthodontic soother with a flat bulb.
- Do not offer a soother to keep a child quiet.
- Aim to wean the child off the soother before the age of 1 year.
- Do not allow a child to suck the soother with the lower part of the shield tucked inside the lower lip.
- Always ensure the soother is clean before offering it to the child.
- Should a soother fall onto the floor it will be washed before being returned to the child.

❖ **Confidentiality**

'Young children and families are entitled to expect that any information about health, family circumstances, children's development and behaviour with or observed by early childhood practitioners or helpers will be treated in the strictest confidence.'

(NIPPA Policy Statement)

There is a very strict employment policy in force for any breaches of confidentiality by Staff.

We would also ask that parents / carers who may overhear or observe comments made to or by staff, or to or by other parents, treat any comments or observations in confidence.

This again is for the benefit and protection of all the children in our care.

Confidential information regarding children may need to be passed on to a third party where there are concerns i.e. Social Services.

Children's folders and any other sensitive information will be stored in a lockable filing cabinet in the Managers office.

All archive Information will be stored off site in a locked storage facility.

❖ **Whistle Blowing Policy**

If any member of staff becomes aware of, or has any suspicions or concerns, about the welfare of any child or the activities/behaviour of **any** colleague they are duty bound, without exception, to report it to management. It is preferred that the issue is from a 'named' source so as to maintain the integrity of the information but we would rather receive an anonymous report rather than no report at all. Reports of misconduct or other concerns can be made verbally, in writing, by telephone, email etc. Every member of staff is duty bound, and has a personal responsibility, to report any suspicion or concern regarding misconduct by any colleague, no matter whom. Staff should have no fear of being penalised for reporting any alleged or suspected misconduct, they would have more to fear from ignoring and not reporting incidents, or suspected incidents, of misconduct.

Whistle Blowing Policy

The whistle blowing procedure aims to help and protect both staff and children. By following the procedure we are acting to:

- *prevent a problem getting worse,*
- *safeguard children and young people, and*
- *reduce the potential risks to others.*

Introduction

Bumble Bz is committed to maintaining the highest possible standards of care in every respect and recognises that its staff and students are often the first to realise that there may be something wrong within the setting. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or they may fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice, misconduct or negligence.

The **Public Interest Disclosure Act** protects workers who raise concerns from victimisation or harassment. In accordance with that Act and its commitment to the highest standards of service delivery, Bumble Bz actively encourages its workers, with serious concerns about any aspect of the setting's practice or any adult's or student's conduct, to come forward and voice those concerns, in confidence, within the nursery rather than overlooking a problem and allowing it to continue unaddressed.

Objective

The aim of this policy and associated procedures is to establish an internal procedure that will encourage and enable staff and students to raise serious concerns about any aspect of our practice, (which do not meet the criteria for being dealt with as a complaint or grievance), in confidence and without fear of reprisals, to ensure that the nursery continues to work within best practice to safeguard the children and young people in our care and other work colleagues.

Scope

Concerns that should be raised via the Whistle Blowing Policy may be in relation to the actions/behaviours of other staff or students or about something else that is perceived as:

- unlawful
- failing to comply with the nursery's policy and procedures
- poor practice
- improper conduct.

Principles

This policy is based on the following fundamental principles:

- All staff and students have the right to raise concerns about perceived unacceptable practice or behaviour.
- The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff and students.

- The nursery will not tolerate harassment or victimisation and will take action to protect workers when they raise a concern in good faith.
- The nursery will do its best to protect a whistle blower's identity when he/she raises a concern and does not want his/her name to be disclosed. However, if the concern raised needs to be addressed through another procedure, e.g. disciplinary procedure, the worker may be required to provide a signed statement as part of the evidence.
- In some circumstances the nursery may have to disclose the identity of the worker without his/her consent, although this will be discussed with the worker first.
- Appropriate advice and support will be made available to staff and students who raise concerns.
- Those who raise concerns will be kept informed of the progress and outcome of any investigation.
- The nursery will not tolerate abuse of the whistle blowing policy to make malicious allegations. Such improper actions may be considered a disciplinary offence.

Procedures

Procedures for reporting and investigating 'whistle blowing' concerns have been developed to ensure that:

- Staff and/or students can raise concerns (no matter how small they may appear) internally as a matter of course, and receive feedback on any action taken.
- Concerns are taken seriously and dealt with quickly and appropriately.
- Staff and students are reassured that they will be protected from reprisals or victimisation for whistle blowing in good faith.
- Staff and students can take the matter further if they are dissatisfied with the nursery response and seek external advice and guidance.
- Issues raised are addressed via other procedures and policies as appropriate, e.g. safeguarding policy, allegations against and adult working in a setting, grievance, disciplinary, health and safety.
- Appropriate records are maintained for monitoring purposes.

Raising a Concern

Staff or students should raise concerns with the manager. Concerns should be raised in writing and include:

- reference to the fact that it is a whistle blowing disclosure
- the background and history of the concerns
- names, dates and places (where possible)
- the reasons why the worker is concerned about the situation.

Staff who feel unable to put concerns in writing, can telephone or meet the manager in confidence, away from the nursery if preferred.

Who should you contact?

You should contact one of the following people in confidence:

.....*Helen – 933 555 99 bumblebzdaycare@gmail.com*.....

.....*Paul - 933 555 99 bumblebzdaycare@gmail.com*.....

Investigation

The action taken will depend on the nature of the concern. All matters raised (with the exception of allegations of abuse against a staff member / student, or criminal or unlawful activity) will be investigated internally.

The appropriate person/s will investigate the concerns thoroughly, ensuring that a written response can be provided **within ten working days**.

The response should include details of how the matter was investigated, conclusions drawn from the investigation, and whom to contact should the worker be unhappy with the response and wish to raise the matter.

If the investigation cannot be completed within the timescale above, the worker should receive a response that indicates:

- progress to date
- how the matter is being dealt with
- how long it will take to provide a final response.

In order to protect individuals, initial enquiries (usually involving a meeting with the individual raising the concern), will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations that raise issues that fall within the scope of other policies/procedures, will be addressed under those procedures.

Some concerns may be resolved at this initial stage simply, by agreed action or an explanation regarding the concern, without the need for further investigation.

If you do not feel that the complaint has been dealt with effectively or you still have concerns, you have a right to refer your concerns to NH&SCT.

Allegations of abuse against adults who work in the setting

If an allegation is made against a staff member or student, the following action will be taken (as per the 'Allegations of Abuse against Adults who Work or Volunteer in a Childcare Setting'.):

- The nursery will ensure the immediate safety of the children.
- The nursery will immediately contact the Early Years Named Senior Officer
- The nursery will notify NH&SCT Early Years Team of a significant incident.
- The Early Years Named Senior Officer will decide if it could be a child protection case.
- If the Early Years Named Senior Officer decides the matter is a child protection case, external/internal agencies (e.g. police) will be informed by the Early Years Named Senior Officer and the setting will act upon the advice given to ensure that any investigation is not jeopardised.
- It may be necessary for the employer to suspend the alleged perpetrator. Suspension is a neutral act to allow a thorough and fair investigation.
- If it is agreed that the matter is not a child protection case, the nursery will investigate the matter and feed back the outcome of the investigation to the Early Years Named Senior Officer.

Adoption and annual review of the policy

This policy was adopted by: Bumble Bz Nursery

on: 29 March 2013

Signed on behalf of the
Management/ Proprietor: _____

Manager / proprietor

This policy was reviewed on: 25 September 2017 Paul Bunting

Useful contacts

Early Years Named Senior Officer (Thomas Thompson)	028 9331 5112
P.S.N.I	028 9065 0222 or 101
Gateway Team	0300 1234 333

❖ Complaints

We encourage any parent, carer or member of staff who has any worries or cause for complaint to contact either a Supervisor or member of Management. We will treat all worries or complaints with professionalism and courtesy. We will attempt to resolve all complaints or worries but in the unlikely event that this is not possible we will promise to provide details of any relevant agency or person that may assist with the problem.

We would encourage parents, carers and staff to approach supervisors or management at an early stage in order that what may be a very minor and easily rectified worry does not become a more major problem.

We maintain a confidential 'complaints register' to monitor and record complaints made. There is also a 'comments box' in the front hall of Bumble Bz and at BeeHive.

The contact number for Social Services is 028 9331 5112.

❖ Record Keeping & Access to Records

Detailed and accurate record keeping is an essential part of a child's development. In compliance with statutory obligations and day-to-day running of the nursery we do maintain a record on each child. The child's folder will contain the registration document, medical forms, permissions, 'accident' forms and other relevant documents. It is policy to maintain handwritten records which are stored in a secure cabinet within the manager's office. Staff only have access to those records deemed essential for the performance of their duties.

We are obliged to allow our records to be inspected during the annual inspection by NH&SCT E.Y.T..

On occasions it may be necessary to record sensitive or confidential information within a child's record and on such occasions the document will be contained within a sealed envelope attached to the folder cover and marked as '**Confidential – Do Not Open**'.

Digital images are also recorded via the CCTV system and automatically deleted after 45 days. Parents may have access to the system 'in real time' through PIN & Password protection. Should a parent / guardian wish to review a previously recorded incident or timeframe this can be done in the nursery by arrangement. Every effort will be made to comply with such requests in a timely and appropriate manner.

Should a child cease to attend the nursery the record will be closed and retained in an appropriately secure manner.

Should parents / guardians wish to examine their child's records they are welcome to examine their child's records at any time and should they wish to do so they should contact management to make suitable arrangements. Every effort will be made to facilitate such requests to the full but in some exceptional cases it may be necessary to withhold or edit a record/part of record in the interests of the child. In such circumstances appropriate guidance may be sought from NH&SCT E.Y.T.. In all matters, the interests of the child are paramount.

Requests for copies of records, or parts of records, should be made in writing to management. Management will give such requests all due consideration and make reasonable efforts to comply. In such circumstances appropriate guidance may be sought from NH&SCT E.Y.T.. In all matters, the interests of the child are paramount.

- **Storage & Retention**

Children

Children's records will be stored in a locked filing cabinet within the managers office and will be available to relevant staff as needed to carry out their role. Once no longer required by staff the record will be returned to the filing cabinet.

Children's records will be in the form of a 'document folder' with pages affixed along the spine. Each cover will have the child's name clearly marked on the outside. Unauthorised or inappropriate access to any child's record will be considered a serious breach of confidentiality and trust. The children's record is marked 'confidential' and will normally consist of:

- Childs personal information and emergency contact details for parents/carers
- List of persons permitted to collect the child & photographs
- Allergy & vaccination information
- Payment policy
- Consent for emergency medical treatment
- Consent for intimate & personal care
- Consent for administration of medicines
- Permission fo local walks & general outings
- Permission for visits involving animals
- Permission for transport
- Permission for staff to undertake observations for training purposes
- Request for access to CCTV viewing
- Acceptance of policies and requirements
- Dated signature of person with parental responsibility registering the child
- Additional medicine consent forms
- Letters, court documents, statutory body correspondence.

Once a child has left the nursery and become 'deregistered' their record will be removed from the office storage and placed into secure storage, inaccessible to all but management. Unles directed by a statutory authority, children's records will normally be kept in secure storage for 21 years or until the child attains the age of 24, whichever is the sooner.

Health & Safety

H&S policies and risk assessments will be retained securely, permanently and in any event for a period of not less than 40 years. Accident books and relevant records should be kept permanently, and in any event for not less than 3 years from the date of the entry.

It is an overriding consideration of these policies that all access to documents/records is strictly on a need-to-know basis and strictly for the proper, appropriate business of the nursery and to provide a safe environment for all stakeholders. Inappropriate or unauthorised access to records is a serious matter and may result in disciplinary and/or criminal/civil proceedings. Unauthorised or inappropriate copying or transmission of records, by any means, is strictly forbidden.

❖ Admissions & Enrolment Policy

Bumble Bz does not discriminate in its enrolment criteria and promotes equality of opportunity.

We do not ask you to make an appointment to view our premises or enquire about enrolment. You may call in or contact us without an appointment. Enrolment is not complete until a fully completed & signed registration form has been submitted and accepted. We are limited in availability of places by our statutory NH&SCT registration and should a place not be immediately available you may ask that your child(rens) name(s) be added to the waiting list. Places will be allocated from any such waiting list on the basis only of first come, first served and taking account of the relevant age grouping being sought. We can only accept enrolment of children from age 11 weeks, with enrolment terminating no later than the day before they start Year 9 in post-primary education.

- *With regard to parents / carers* wishing to enrol children within the nursery - families of children, without distinction of gender, nationality, religion, political affiliation, race, sexual orientation, marital status, ability or disability shall be eligible to enrol.
- *With regard to children* attending the nursery - children, without distinction of gender, nationality, religion, race, sexual orientation, ability or disability shall be eligible for enrolment.

Additional Needs

After careful consultation with parents / carers, and / or other professionals, (as to suitability of both child & setting), children with individual special needs may be enrolled in the Nursery.

Every effort will be made to ensure that children with additional needs are integrated as fully as possible with other children into the Nursery's programme of activities.

Where possible, reasonable adaptations to equipment and facilities will be carried out to ensure that the needs of the individual child can be accommodated.

Children being enrolled for school drop-off / collection will only be enrolled if their school / nursery is within our established catchment area. Please check with us about schools /

nurseries we currently serve*. If you require service to/from a school / nursery not currently served you may ask to be informed of any change should the desired school / nursery be added to our list.

* The list of schools we serve in the Carrickfergus area may vary from time to time.

❖ **Parents Contract**

Before the Nursery will accept any responsibility for any child, or provide any services, the child must be registered in accordance with Nursery protocols. A registration form must be FULLY completed before a child's first attendance. All contact details must be kept up to date with the Nursery Management. It is the responsibility of the parent to inform the Nursery Management of any changes to telephone numbers, home/work details and collection routines.

In the interests of your child's safety the Nursery Management must be supplied beforehand with a clear, current, passport sized colour photograph of any person who will be collecting your child/children at any time.

In cases of individual unforeseen necessity any other person collecting any child must be aged 16+ and appropriate. The parent / carer should provide the Nursery AND person collecting with a password that can be used to confirm permission to collect the child.

The Nursery will be closed during certain Holidays throughout the year. These days will be limited to certain recognised Holidays and will not be for more than two consecutive working days in duration. The days are New Years Day*, Easter Monday, July 12* & 13*, Christmas Day* & Boxing Day*.

Fees and payments should be paid one month in advance. Any arrears could jeopardise your child / children's place in the Nursery. Should it be necessary to recover any debt through civil action you will also be liable for all reasonable costs incurred in recovery. You will also be responsible for all bank charges incurred through processing returned cheques.

Should you wish to terminate your child's place in the Nursery a period of notice of one month is required.

A Policy on Illness operates within the Nursery and can be found in the prospectus.

The Nursery operates an entirely smoke-free policy from Management, staff and parents and **this will be strictly enforced** within the Nursery building and grounds. **Outdoor footwear is not permitted in the playrooms on the upper floor.** We ask that you either remove your footwear and use the plastic covers on your feet or place them over your footwear. It is not hygienic for children to crawl and play on a floor that has been walked on by outdoor footwear and we ask for your cooperation in providing young children with a clean, safe environment in which to play.

Parents are asked to note that it is their responsibility to inform the Nursery of any special dietary requirements, medications to be taken or of any allergies or other conditions that may affect their child(ren).

I have read & understand the *Parents Contract* above. I agree to abide by the contract and its terms.

_____ (signed) _____ (name) _____ (date).

❖ **Items Required**

Whilst the Nursery will provide most items in looking after your child / children there are certain items that must be provided by the parents / carers.

A diary / notebook is preferred for each child – within this staff will record your child's activities each day at the Nursery. Alternatively, 'take home record sheets' are used to record daily activities.

A change of clothes for each child is essential and should be changed by the parents / carers as the time of year and as weather conditions dictate. These will be kept in an individual basket for each child but every item should still be labelled clearly with the child's full name. The Nursery **is not permitted** to launder children's clothing. Soiled clothing will be sent home with the child at the end of their Nursery session. Clothing to replace that which is soiled should be brought to the Nursery at the commencement of the next session.

Soft soled shoes are required for inside the building area and a pair of Wellington type boots for outdoor play should be kept in a suitable bag for inclement weather.

During periods of warm / sunny weather we aim to spend as much time as possible outdoors as fresh air and sunshine have a positive affect on health. Headgear and high factor children's sun cream are necessary in the interests of your child's safety. Any child without these items will not be allowed to exit the building during sunny weather, as it is well documented, unprotected exposure to the sun can contribute to some forms of skin cancer, especially in babies and pre-school children.

The Nursery aims to assist any mother who is currently breast feeding. Bottles of either Breast or Formula milk should be provided daily and will be kept within a milk fridge within the Baby Unit. It is therefore imperative that these bottles are clearly labelled with the baby's full name and the date expressed / made up. Named and labelled feeding cups with drinks should also be provided for children from six months to one year. Children between one year and school age may require their own feeding cup or specific drink to be supplied by the parent at their own discretion otherwise children from one year plus will be offered drinks and cups as supplied by the Nursery.

If your child wears nappies an ample supply should be clearly labelled and left with the Nursery each week along with cotton wool and any nappy cream / lotions for your child's individual use. All items should be clearly labelled with the child's name.